

Okanogan Conservation District

Administrative Procedures

EFFECTIVE
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Administrative Procedures

Introduction

The Administrative Procedures are intended to be guidelines for District staff. These procedures should be followed to the greatest extent possible. However, the District Board of Supervisors recognizes that grants and special programs often require new and/or rarely used administrative procedures. For this reason, the District Manager with consultation of the District Administrative and Education Coordinator and District Treasurer shall have the authority to approve new administrative procedures if necessary. The District Manager (or designee if absent) must inform the Board of Supervisors of changes to the Administrative Procedures at their regularly scheduled Board meeting following the change. This authority may be rescinded by the Board of Supervisors at any time and is contingent upon the effective communication and tracking of new procedures. All new procedures must be within local, state, and federal laws.

Payroll Deductions

Required Payroll Deductions

The District will make payroll deductions for employees as required by law, including deductions for federal income tax. When so ordered by any legal garnishment, the District will comply with the directives of the garnishment against the employee. The District Manager will review each garnishment or action for collection of debts and the information may become a part of the employee's record.

Voluntary Payroll Deductions

The District is authorized to allow voluntary deductions from employees' payroll for the benefit of employees. Such deductions may include payments for medical and/or a retirement fund.

Non-Voluntary Payroll Deductions

The District reserves the right to withhold funds from an employee's payroll for the payment of debts owed to the District by the employee. Such withholdings will occur only after the employee has been given a written warning and opportunity to settle the debt.

Social Security

The Okanogan Conservation District participates in the Social Security Administration program. Social Security is reflected on your paycheck as Social Security Employee and Medicare Employee also known as federal income contribution act (FICA). For further information on the Social Security Administration program or to find out an estimate of

your potential monthly benefits at retirement age, contact the Social Security Administration.

Financial Management

Budget Management

The annual operating budget is the principal means for the Okanogan Conservation District (OCD) to carry out the annual plan of work and achieve its goals. The OCD shall actively seek means of funding for the future. It is also important that the District's funds are kept on track and used in the most efficient way possible.

The District Treasurer shall develop an annual budget, with the assistance of others at the District Treasurer's discretion and make it available for the Board's approval by the first Board meeting of the calendar year. This budget shall provide for essential work hours, equipment, training, and supplies to complete the necessary projects and annual plan of work for the year.

The District Treasurer shall prepare and present to the Board a report of account balances each month to help keep the Board informed on how the District stands financially. The Treasurer shall also file an Annual Report with the Washington State Conservation Commission (WSCC) and Washington State Auditor by required deadlines. The Treasurer shall file a Basic Funding application with the WSCC by required deadlines.

The District Treasurer should prepare payment vouchers for each grant monthly except for funding sources that have alternate vouchering requirements. The District Treasurer shall also prepare spreadsheets for each grant budget once a month, showing the grant budget, total expenditures, initial payment balance, and current grant balance. These spreadsheets will be distributed to the District Manager and grant related staff, to help keep them informed.

Purchasing Policy

The Board of Supervisors delegated purchase approval authority up to \$3,000 to Craig Nelson, the current District Manager. This authority may be rescinded at any time by the Board of Supervisors and is contingent upon an accurate tracking of purchase requests made by district staff and supervisors. The District Manager, in cooperation with the District Treasurer, shall establish and provide such procedures as necessary to ensure accurate and verifiable tracking of purchase requests and subsequent purchases.

All purchases, with total receipt costs of \$20 or more, require prior approval of Craig Nelson, District Manager, or his designee in his absence. Purchase requests must be submitted on a purchase order form provided by the District Treasurer and include the quantity, description, grant the item should be charged to, per unit cost (estimated if necessary), and any other associated costs. Purchases of less than \$20 may be made without the Manager's prior approval or filling out a purchase order form. However,

each employee or supervisor that makes such a purchase is ultimately responsible for the purchase and may be required to reimburse the District for the item(s) if it is later determined to be an ineligible and/or unnecessary purchase.

Expense Reimbursement

All expenses submitted for reimbursement by a District employee or supervisor must be accompanied with receipts that total the amount requested for reimbursement and are subject to the approval process. Reimbursement will not be made for any item without a receipt and approval.

Any expenses incurred by an employee or supervisor must be submitted for reimbursement within 30 days of the expense being incurred. The Board or District Manager will make a decision at the next regularly scheduled Board meeting, or before, on whether to approve the purchase. If a reimbursement is approved, the Okanogan Conservation District will have 30 days to render payment.

Data Practices

Security of Records

The Okanogan Conservation District recognizes the need to offer services to the public in an open manner. However, the Board of Supervisors also recognizes that some files are sensitive in nature or require special consideration for safe keeping due to historical or contractual value.

Personnel files and District financial files shall be kept in locked drawers and only authorized personnel may have access to such files. The Board of Supervisors shall have full access to all files at all times.

Public Disclosure Policy

All requests for information made under the Public Disclosure Act must be in writing and approved by the District Manager or the Board of Supervisors. When a request is received, it shall be in-dated and forwarded to the District Manager or Board of Supervisors. The District Manager or Board of Supervisors shall make a determination of whether the information is releasable under the provisions of the Public Disclosure Act. If the information release is approved, the District Manager, or other designee, shall contact, in writing, the person making the request to inform them of the copying cost for said information, and the time frame in which the request can be completed. Upon written notification by the person making the request that they are willing to incur the cost of copying, the District shall begin making said copies for release. **NRCS records and data shall only be released by NRCS staff in accordance with their policies.**

Press Release Policy

Official information releases should be approved by the District Manager or a member of the Board of Supervisors prior to being released. This ensures that the District is speaking with one voice on issues and projects. Laura Clark, the Administrative Education Coordinator, has approval to publish and release all information necessary to comply with the Open Public Meetings Act.

Data Retention Policy

Many Okanogan Conservation District records and data files have intrinsic historical or financial value. These files should be kept for a period of time as delineated in the WSCC Procedure Manual Section 370. At the discretion of the District files may be kept longer than the timeframes included in the WSCC Procedure Manual Section 370.